



Coimisiún na Scrúduithe Stáit
State Examinations Commission

Leaving Certificate Applied, 2016

Vocational Specialism –
Information and Communication Technology

Practical Performance and Written Test

Specialist Teacher Instructions

General Instructions

1. The preparation and handling of all examination-related material must be regarded as strictly confidential.
2. Each candidate should be provided with an individually labelled external storage device (e.g. memory stick) containing the relevant files only.
3. Candidates should save their files on their individual external storage device. These should be retained in a secure place until after the appeals process.
4. If the number of candidates requires that the examination be run over more than one session, hard drives should be checked to ensure that no previous candidate's saved work is present. If such work is found, it must be deleted. Any such saved work must also be deleted at the end of the examination.
5. Printing may be done during the examination. Candidates are allowed to make only **one** test printout within the time limit.
6. When printing outside the time limit, no changes may be made to the files.
7. The use of manuals or notes is strictly forbidden.
8. Prior to the examination session, the Specialist Teacher should ensure that all computers are in working order and that there is sufficient paper and ink/toner available for the printer.
9. Additional external storage devices containing the relevant files must be available and, if numbers allow, a reserve computer should be available in case a computer fails.
10. Candidates must have access to relevant software packages on the day of the examination.
11. Internet access should only be available/used while candidates attempt *Optional Module 5, The Internet*.
12. The Specialist Teacher should be available in the school on the day of the examination.

I have read the above conditions and I agree to abide by them.

Signed: _____ (Specialist Teacher)

Date: _____

This page, signed and dated, should be kept with the prepared external storage devices for the Superintendent.

Word Processing Assignment

1. The following file is available for download to each candidate's external storage device.
2. **Do not** correct any errors.
3. Save the file to each candidate's device as **DRIVE**.

(Examination Number)

Google Drive

You can use Google Drive if you have a Gmail email address. Google drive can be used from a PC, Tablet Phone or other mobile devices. It allows users to store data data in the Cloud. The applications have almost the same functions as Microsoft Office applications

One advantage of using the apps on Google Drive is that many users can edit one document at the same time. Files can easily be shared with other users using the file share facility. Google Drive is free. The users can download Google Drive to their device and save files to it. A copy of the file remainson the user's device and a copy is also sent to the Cloud. Documents can be uploaded directly to the Cloud without having to save them to the Drive on the local device.

Database Assignment

1. The following file is available for download to each candidate's external storage device.
2. **DO NOT** sort the database.
3. Save the file to each candidate's device as **SWATCH**.

Brand	Cost	Colour	Platform	Functions
W3	€129.00	Black	Android	Many
Gear 2	€299.00	Silver	Android	Many
Movado	€239.00	White	Android	Few
Apple Watch	€299.00	White	iOS	Many
Pebble	€319.00	Silver	Android	Many
Sony	€199.00	Black	Android	Few

Desktop Publishing Assignment

1. The following file is available for download to each candidate's external storage device.
2. Save the file to each candidate's device as WDATA.

(Examination Number)

1 Day Only
Monday, 26 December 2016
9:00 am – 9:00 pm
Apple Watch
Samsung Gear
Movado
Free Draw to win a Smart Watch

3. The following image is available for download to each candidate's external storage device.
4. Save the file to each candidate's device as WATCH.

Example:



Internet Assignment

1. Ensure that each candidate has her/his own email address in advance of the practical performance test.
2. Each candidate must have access to the Internet while attempting this Option only.
3. Set up an email address to which each candidate will send an email. Candidates should **not** have this email address saved in advance.
4. Create/copy form **EM1** as shown below and enter the email address which you have set up at step 3 above in the space provided.
5. Sufficient copies of form **EM1** must be made and handed to the Superintendent before the examination begins.

Form EM1

Leaving Certificate Applied, 2016 Information and Communication Technology

Internet Module

Email Task

You have been asked to compose an email.
Send your email to the following address:



Coimisiún na Scrúduithe Stáit State Examinations Commission

Leaving Certificate Applied 2016

Information and Communication Technology

Software Form

To the Specialist Teacher: Please complete this form* in block capital letters. Do **not** sign or initial this form. This completed form should be given to the Superintendent along with the signed Specialist Teacher Instructions and the prepared electronic storage devices.

To the Superintendent: Please ensure that the school roll number is correct and that sections 2 and 3 have been completed by the Specialist Teacher. Please return this form to the State Examinations Commission in the green plastic transmission envelope together with the candidates' examination papers, which serve as their answerbooks and which includes their printouts.

1. School roll Number

2. Operating System used by candidates (tick one)

Windows

Mac

Other (specify)

3. Software used by candidates

Word processing package
(include version number)

Spreadsheet package
(include version number)

Database package
(include version number)

Desktop publishing package
(include version number)

Web browser
(include version number)

E-mail package
(include version number)

* If candidates are using different packages, please make and complete additional copies of this form.



Coimisiún na Scrúduithe Stáit State Examinations Commission

Leaving Certificate Applied, 2016

Vocational Specialism – Information and Communication Technology

Practical Performance and Written Test
(400 marks)

Wednesday, 18 May 2016
Morning, 10:00 to 12:00

for the superintendent only

Centre Stamp

General Directions

1. Write your examination number in this space.
2. Write your answers into this answerbook.
3. Return all of your printouts with this answerbook.

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There are three sections in this examination:

- Section 1: **General Theory**
Section 2: **Word Processing**
Section 3: **Optional Modules**

1. Running total	
2. Total of extra questions	
3. Total mark (1 minus 2)	

for the examiner only

SECTION		MARK
Section 1		
Section 2		
Section 3	Module 2	
	Module 3	
	Module 4	
	Module 5	
	Module 6	
TOTAL		

Section 1 - General Theory

(80 marks)

Answer all 10 questions in the spaces provided.

1. Name **two** types of printer.

(a) _____

(b) _____

2. Give **two** features of a *computer network*.

(a) _____

(b) _____

3. Give **one** reason why you should *back up* a file.

4. State **two** ways in which a computer can be infected with a virus.

(a) _____

(b) _____

5. What do the following letters stand for?

(a) RAM _____

(b) ROM _____

6. What do the following letters stand for?

(a) CPU _____

(b) OS _____

7. Give **two** examples of *computer software*.

(a) _____

(b) _____

8. List **two** characteristics of *WiFi*.

(a) _____

(b) _____

9. What do the following letters stand for?

(a) kB _____

(b) MB _____

10. When working on a document, outline **three** steps needed to shut down a computer correctly.

(a) _____

(b) _____

(c) _____

Section 2 - Module 1: Word Processing

(80 marks)

There are two questions in this section of the examination.
Answer both questions.

11. Word Processing Theory

(10 marks)

(a) What does each of the following proofreading symbols represent?

(1) *lc* _____

(2) *del* _____

(b) Which **one** of the following keys should be used to indent text?

Enter	Tab
Shift	Spacebar

12. Practical Word Processing Assignment

(70 marks)

There is a word processing file on your external storage device called **DRIVE**.

- (a) Open this file and make the changes shown on page 6.
- (b) Insert your examination number in the position shown on page 6.
- (c) Use today's date as a **right aligned header** in the document.
- (d) Insert the following text so that it appears as the last paragraph, using **full justification**.

Google in Education

Google offers students a wide range of apps that can be accessed from the Cloud:

Google Docs
Google Sheets
Google Slides
Google Forms

- (e) Apply bullets to the four lines from Google Docs to Google Forms in the last paragraph.
- (f) Add the following table to the end of your document, making sure to format it as shown:

Microsoft	Google
Word	Docs
Excel	Sheets
PowerPoint	Slides

- (g) Spell check the document, correcting any errors.
- (h) Insert automatic page numbering at the bottom centre of the document.
- (i) Save the document on your external storage device as **NEWDRIIVE** and print one copy.

Return the printout with your answerbook.

Examination Number

Bold, centre, All Caps, 36 pt

Google Drive

bold You can use Google Drive if you have a Gmail email address. Google drive can be used from a
delete PC, Tablet Phone or other mobile devices. It allows users to store data ~~data~~ in the Cloud. The
full stop applications have almost the same functions as Microsoft Office applications.
run on One advantage of using the apps on Google Drive is that many users can edit one document at
np the same time. Files can easily be shared with other users using the file share facility. Google
italics Drive is free. The users can donwnload Google Drive to their device and save files to it. A copy
of the file remains on the user's device and a copy is also sent to the Cloud. Documents can be
straight uploaded ~~directly~~ to the Cloud without having to save them to the Drive on the local device.

fully
justify

* Insert paragraph from (d) here

* Insert table from (f) here

* Use 1.5 line spacing for the full document

Return the printout with your answerbook.

Section 3 - Optional Modules

(240 marks)

There are **five** modules in this section of the examination.
Complete any **three** of these modules.
All modules carry the same number of marks.

Module 2: Spreadsheets

(80 marks)

There are two questions in this module.
Answer both questions.

13. Spreadsheet Theory

(10 marks)

- (a) Examine the spreadsheet below which shows the number of tests and retests carried out in an NCT centre.

	A	B	C
1	Tests	Retests	Total
2	45	72	
3			

What formula should be entered in cell C2 to calculate the total number of cars tested?

Formula: _____

- (b) What calculations do the following symbols perform?

Symbol	Calculation
+	
*	
/	

14. Practical Spreadsheet Assignment

(70 marks)

- (a) Set up a spreadsheet as shown below. Align and format the spreadsheet as shown. Adjust column widths as necessary.

	A	B	C	D
1	IT Room			
2				
3	Equipment	Unit Price	Quantity	Total
4				
5	Poster	20	3	
6	Book Stand	15	30	
7	Network Printer	750	8	
8	Clicker	40	2	
9	USB Memory Stick	15	30	
10	Mouse Mat	20	30	
11	Storage Cabinet	500	2	
12	Average Equipment Price		Subtotal	
13			VAT at 23%	
14			Final Total	
15	Examination Number			

- (b) Calculate the **Total** for the **Posters** by multiplying the **Unit Price** by the **Quantity**. This should be displayed in cell **D5**. Repeat this calculation for each item on the list.
- (c) Calculate the **Subtotal** by adding the **Total** for each item of **Equipment** on the list. This should be displayed in cell **D12**.
- (d) Calculate the **VAT at 23%** by multiplying the **Subtotal** by 23%. This should be displayed in cell **D13**.
- (e) Calculate the **Final Total** by adding the **Subtotal** to the **VAT at 23%**. This should be displayed in cell **D14**.
- (f) (1) Calculate the **Average Equipment Price** in cell **B12**.
(2) Write down the formula you used to calculate the **Average Equipment Price**.
-
- (g) Format all cells that contain money to currency with two decimal places (e.g. €80.00).
- (h) Insert your examination number in cell **A15**.
- (i) Delete Row 4 in the spreadsheet.
- (j) Create a column chart that will display the **Total** for each piece of **Equipment**. Use your examination number and the words **Equipment Costs** as the title of the chart.
- (k) Insert a blank row between Row 13 and Row 14 so that Examination Number will now appear in the new Row 15.
- (l) Print one copy of both the spreadsheet and the chart.
- (m) Save the file to your external storage device as **ITROOM**.
- Return the printout(s) with your answerbook.**

Module 3: Databases

(80 marks)

There are two questions in this module.
Answer both questions.

15. Database Theory

(10 marks)

- (a) Which **one** of the following holds a single piece of data?

Table	Record	Field
-------	--------	-------

- (b) Study the table below.

FirstName	LastName	DOB	Paid
Alan	Brogan	22/05/1996	€125.00
Martha	Stewart	02//07/1998	€116.00
Jim	Carr	12/06/1999	€138.00

Which field is the table sorted by?

16. Practical Database Assignment

(70 marks)

There is a database file on your external storage device called **SWATCH**.

- (a) Open this file.
- (b) Add a new field called **Warranty** after the **Functions** field. This should be formatted as 'Number' with no decimal places.
- (c) Add the following data to the **Warranty** field.

Brand	Cost	Colour	Platform	Functions	Warranty
W3	€129.00	Black	Android	Many	3
Gear 2	€299.00	Silver	Android	Many	2
Movado	€239.00	White	Android	Few	3
Apple Watch	€299.00	White	iOS	Many	3
Pebble	€319.00	Silver	Android	Many	1
Sony	€199.00	Black	Android	Few	2

- (d) Add the following records to the database.

Brand	Cost	Colour	Platform	Functions	Warranty
Omate Racer	€279.00	Black	Android	Few	1
Garmin	€299.00	Silver	Android	Many	3
TAG Connected	€1,000.00	Silver	Android	Many	3

- (e) Amend the **W3** record. **Cost** should be **€179.00** and **Functions** should be **Few**.
- (f) Delete the record for **Movado**.
- (g) Sort the database in ascending order according to **Brand**.
- (h) Having made the above changes, **print** the database.
Write your examination number on this printout.
- (i) Filter the database to find all records that have a **Warranty** of 3.
Sort these by **Cost** in descending order and **print**.
Write your examination number on this printout.
- (j) Save the query as **Warranty**.
- (k) Save the database to your external storage device and close.

Return the two printouts with your answerbook.

Module 4: Desktop Publishing

(80 marks)

There are two questions in this module.

Answer both questions.

17. Desktop Publishing Theory

(10 marks)

- (a) State **two** uses of Desktop Publishing software in a hotel.

(1) _____

(2) _____

- (b) Which **one** of the following is a commonly used format for digital photographs?

AVI	JPEG	PUB
-----	------	-----

18. Practical Desktop Publishing Assignment

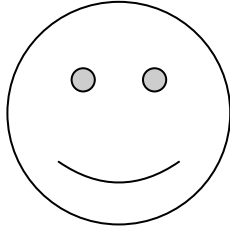
(70 marks)

There is a text file on your external storage device called **WDATA** and a piece of clipart called **WATCH**.

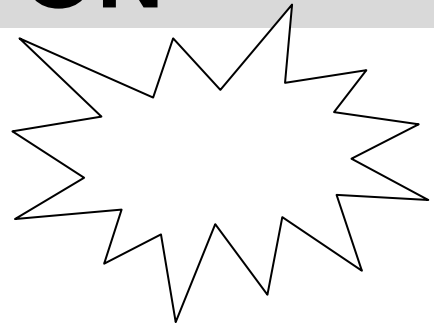
- (a) Use the text and the clipart from your disk to create the document as shown on page 13.
- (b) Insert your examination number in the position shown.
- (c) Insert the heading **Sale Now On** using Arial font, All Caps, centred, 36pt, bold.
- (d) Apply grey shading to the text **Sale Now On**.
- (e) Centre the text **1 Day Only** and format as Arial font, centred, 24pt, bold.
- (f) Centre the text **Monday, 26 December 2016** and format as Times New Roman font, 30pt.
- (g) Centre the text **9:00 am – 9:00 pm** and format as Arial font, 24pt, italics.
- (h) Centre the list of Smart watches and format as Arial font, 28pt, bold.
- (i) Centre the text **Free Draw to win a Smart Watch** and format as Arial font, underline, 20pt.
- (j) Insert a piece of WordArt with shading, using the text **Limited Stock Available**, as shown.
- (k) Insert a circular **Smiley Face** and a **Star Banner** autoshape, making sure their size and position is as shown.
- (l) Put a double line border, similar to the one shown, around the entire page.
- (m) Save the document to your external storage device as **WDATA** and print one copy.

Return the printout with your answerbook.

SALE NOW ON



1 Day Only



Monday, 26 December 2016

9:00 am – 9:00 pm



**Apple Watch
Samsung Gear
Movado**

Free Draw to win a Smart Watch

**Limited Stock
Available**

Module 5: The Internet

(80 marks)

There are two questions in this module.
Answer both questions.

19. Internet Theory

(10 marks)

- (a) State **two** pieces of information necessary to access an email account.

(1) _____

(2) _____

- (b) What do the letters **URL** stand for?

URL _____

20. Practical Internet Assignment

(70 marks)

TASK 1

- (a) Log on to the Internet.
- (b) Open one of the following sites:
 - www.daft.ie
 - www.myhome.ie
- (c) Save a picture of any property as **HOUSE** to your external storage device.
- (d) Find a page that shows **contact information** for the site. Print **only the first page**. Write your examination number on the printout.
- (e) Save the page to your external storage device as **CONTACT**.

TASK 2

- (a) Use any search engine to open a page on **Holidays in Ireland**.
- (b) Save the page to your external storage device as **HOLS**. Print **only the first page**. Write your examination number on the printout.

TASK 3

- (a) Type the following email to be sent to the address given on form **EM1**.
- (b) CC the email to your own email address.
- (c) The subject of the email is *House Picture*.
- (d) The text of the email is:

Hi Jo,
I have attached a picture of the house we are hoping to rent. What do you think?
Signed: (Your Examination Number)

- (e) Add the file **HOUSE** that you saved earlier as an attachment to the email.
- (f) Send the email.
- (g) Open the email you have sent to yourself and print one copy.

NOTE: Make sure both email addresses from (a) and (b) in Task 3 appear on the printout of the email.

Return the three printouts with your answerbook.

Module 6: Text Entry

(80 marks)

There are two questions in this module.

Answer both questions.

21. Text Entry Theory

(10 marks)

The following passage has at least 10 errors. These include spelling, punctuation and layout errors. Proofread the document and mark the errors with a pen.

Google Self Driving Cars

Google have designed a car know as Google Car. The car is a Self Driving caar. All the driver has to do is push a button and the car will do the driving leaving you free todo other tasks while in the car.

Google have tested the cars and have driven over 1 million miles. each car has a safety driver. The safety driver

monitors the performance of the car and its decision making.

The car have sensors that detect objects in all directions including cyclists, pedestrians, vehicles, shopping Bags, birds etc.

Google Self Driving cars are due due to be available for purchase from 2017. The car will be off benefit to visually impaired drivers as it will make all the decisions for the driver. The softwear in the car selects the corrected speed.

22. Practical Text Entry Assignment

(70 marks)

TASK 1 Data Entry Test

- (a) Insert your examination number in the position shown.
- (b) Type the following passage in Arial, 12pt, 1.5 line spacing.
- (c) Format text as shown below.
- (d) Save it to your external storage device as **SMART** and print one copy.

(Examination Number)

A **smart watch** is a computerised wristwatch with lots of functions. As well as being used to tell the time, these watches can perform basic tasks, such as calculations, translations and game-playing.

Smart watches are really wearable computers. Some smart watches are also called “watch phones”, as they can be used to make and receive calls.

Some smart watches support wireless technologies like Bluetooth, WiFi and GPS. Many smart watches have built in fitness trackers.

One such smart watch is called the W⁴. It can be bought in *most* electronics stores and costs €350.

Return the printout with your answerbook.

TASK 2 Creating a Flyer/Poster

- (a) Insert your examination number at the top of your document.
- (b) You have been asked to create a flyer/poster for a Smart Watch Demo using the following information.

(Examination Number)

Tech Shop
Ann Street
Dublin
Date: 8th July 2016
Time: 9:00 am
Venue: Boardroom
Admission FREE
10 watches to be won

- (c) Type the text **Smart Watch Demo** at the top of the page and centre it.
Format the text using at least **three** enhancements so that it will stand out on the flyer.
- (d) The **Shop Name, Address, Date, Time** and **Venue** are to be left aligned.
Format using Arial font, 20 pt, bold.
- (e) Emphasise the text **Admission FREE** by centring the text.
Format using Arial, 16 pt, bold.
- (f) Format the remaining text by centring and applying a suitable format.
- (g) Apply spacing to the flyer so that it fits on one A4 page, with good use of white space.
- (h) Add an art border to the full page.
- (i) Save the file to your external storage device as **FLYER** and print one copy.

Return the printout with your answerbook.

Blank Page

Blank Page